

TENDER DOSSIER

FOR

**PROCUREMENT OF MOTOR VEHICLES AND ASSORTED EQUIPMENT AND
FURNITURE FOR GAHEYR TEACHERS TRAINING COLLEGE (TTC) IN
MOGADISHU AND JUBALAND STATE MINISTRY of EDUCATION OFFICE IN
KISMAYO UNDER GPE-ESPIG PROGRAMME – SOMALIA**

LOT NUMBER & NAME	LOT REFERENCE NUMBER
LOT#1: GAHEYR TTC – EQUIPMENT & FURNITURE	CONCERN/SOM/SR94827/NOVEMBER/2021/EQUIP/FUR
LOT#2: GAHEYR TTC – VEHICLES- MINI BUS	CONCERN/SOM/SR94827/NOVEMBER/2021/EQUIP
LOT#3: JLS – EQUIPMENT & FURNITURE	CONCERN/SOM/SR94828/NOVEMBER/2021/EQUIP/FUR

January 2022

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SUBJECT: INVITATION TO TENDER FOR PROCUREMENT OF MOTOR VEHICLES, ASSORTED EQUIPMENT & FURNITURE FOR GAHEYR TEACHERS TRAINING COLLEGE (TTC) IN MOGADISHU AND JUBALAND STATE (JLS) MINISTRY OF EDUCATION OFFICE IN KISMAYO - UNDER GPE-ESPIG PROGRAMME.

- 1) Concern Worldwide invites interested eligible bidders for the **Procurement of Motor Vehicles, Assorted Equipment, and Furniture for Gaheyra Teachers Training College (TTC) in Mogadishu and JLS Ministry of Education Office in Kismayo under the GPE ESPIG as detailed below.**
- 2) Electronic bids should be submitted to the email address: tenders.somalia@concern.net; the email subject should state the Lot name and reference number as stated below:

LOT NUMBER & NAME	LOT REFERENCE NUMBER
LOT#1: GAHEYR TTC – EQUIPMENT & FURNITURE	CONCERN/SOM/SR94827/NOVEMBER/2021/EQUIP/FUR
LOT#2: GAHEYR TTC – MOTOR VEHICLES – Mini Bus	CONCERN/SOM/SR94827/NOVEMBER/2021/EQUIP
LOT#3: JLS – EQUIPMENT & FURNITURE	CONCERN/SOM/SR94828/NOVEMBER/2021/EQUIP/FUR

If the email subject is not stated as instructed here, Concern will assume no responsibility for any misplacement.

- 3) Your bid must include the following documentation so please use the list below as a 'Checklist' before submitting your bid to Concern failure to which the bid will be disqualified.

Document Description	Checklist
1) Business registration/license certificate by FGS & JLS	<input type="checkbox"/>
2) Valid Tax Compliance Certificate by FGS & JLS	<input type="checkbox"/>
3) Company Profile	<input type="checkbox"/>
4) Copy of previous contracts/LPO for relevant Equipment and Furniture supplies undertaken by the bidder for the past 3 years	<input type="checkbox"/>
5) Original bank statement signed and stamped by the relevant bank authority, which includes transactions for the past 6 months.	<input type="checkbox"/>
6) Duly completed Financial Offer	<input type="checkbox"/>
7) Tender Declaration Form completed, signed and stamped	<input type="checkbox"/>

- 4) Bids shall be made valid for a period of **Ninety (90) days** after the deadline for bid submission. The deadline for receipt of bids is on **22nd January 2022 by 5.00pm**. Any bid submitted after the deadline, will not be accepted. Bids will be opened on **23rd January 2022**.
- 5) Bidders can only apply for one lot. A bidder who submits or participates in more than one Lot will be disqualified.

Section 2: Instruction to Bidders

2.1 Introduction to Concern

Concern Worldwide (CWW) is a non-governmental, international, humanitarian agency that was founded in 1968. The organisation is devoted to the relief, assistance and advancement of people in greatest need in less developed areas of the world. Concern world wide's vision is a world where people no longer live in extreme poverty, fear or oppression; a world where every person has access to a decent standard of living and the opportunities and choices basic to enjoying a long, healthy and creative life; a world where every person is treated with dignity and respect; a world where there is peace and solidarity among people. The organisation's headquarters are in Dublin, Ireland.

2.2 Concern Worldwide Somalia

Concern Worldwide is a non-governmental, international, humanitarian organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Concern Worldwide has been operational in Somalia with a continual presence since 1992. The organization is currently implementing several multi-sectoral emergency, resilience and durable solutions programmes encompassing food and livelihood security, health and nutrition, WASH, and education across Banadir, Bay, Lower Shebelle, and Gedo regions. Concern implements programmes both directly and indirectly through local partners and contractors

2.3 Background of the Tender

The GPE funded ESPIG program is designed to improve equitable access to and quality of education outcome for all Somali primary school children through strengthened system capacity to design evidence-driven ESSP reforms, and collaborate effectively with partners in their implementation The ESPIG will maximise the potential of development investment in education in Somalia through the combination of four key principles:

- a) Use of evidence based approaches to address key gaps in access, learning and retention and inform tailored efforts to reach marginalised groups
- b) Creation of condition to implement solutions that address the intersection of multiple barriers to access, retention and learning
- c) Generation of synergies with privately managed schools/networks, development actors, and the private sector to ensure complementarity of efforts and leverage existing capacity
- d) Strengthening the education system at the federal and member state level for improved service delivery

Concern Worldwide intends to undertake Procurement of Motor Vehicles, Assorted Equipment and Furniture for Gahey Teachers Training College (TTC) and Jubaland State (JLS) Ministry of Education Office under the GPE ESPIG Programme funding. Concern is looking for a qualified contractor(s) to supply and deliver these equipment and furniture to their final destinations respectively in a timely manner.

2.4 Tendering Process

A tender advert will appear on following website <https://somalijobs.net> and IAPG or Concern website from **9th January 2022**. The tender documents can be downloaded from the links provided in the advert on these websites (<https://somalijobs.net>; IAPG and Concern website)

For queries, please contact Logistics +252 853379

Email: mogadishu.logistics@concern.net

2.5 Site visit

The Tender Evaluation Committee will make site visits to the bidder's physical office during the tender evaluation process - if deemed necessary to ascertain the bidders' capacity to supply and deliver of the equipment and furniture.

2.6 Submission of Bids

Tender dossier will only be accepted in the format requested. Any incomplete response or responses not in the format of the template provided shall be treated as null and void.

Electronic bids should be submitted to the email address provided here: tenders.somalia@concern.net; the email subject should state the Lot name and reference number as stated below:

LOT NUMBER & NAME	LOT REFERENCE NUMBER
LOT#1: GAHEYR TTC – EQUIPMENT & FURNITURE	CONCERN/SOM/SR94827/NOVEMBER/2021/EQUIP/FUR
LOT#2: GAHEYR TTC – VEHICLES	CONCERN/SOM/SR94827/NOVEMBER/2021/EQUIP
LOT#3: JLS – EQUIPMENT & FURNITURE	CONCERN/SOM/SR94828/NOVEMBER/2021/EQUIP/FUR

The deadline for receipt of bids is on **22nd January 2022 by 5.00pm EAT**. Any bid submitted after the deadline, will not be accepted. Bids will be opened on **23rd January 2022**.

If the email subject is not stated as instructed above, Concern will assume no responsibility for any misplacement.

2.7 Supporting Documentation to be submitted together with Bid Applications

Copies of the following supporting documentation **must** be submitted together with each Bid Application, failure to which the bid will be disqualified:

- Business registration certificate by FGS & JLS
- Valid Tax Compliance Certificate by FGS & JLS
- Company Profile
- Copy of previous contracts/LPO for relevant equipment and Furniture supplies undertaken by the bidder for the past 3 years.
- Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months.
- Tender Declaration Form completed, signed and stamped

Section 3: Evaluation of Tenders

All valid bids received will be evaluated by a Joint Tender Evaluation Committee (TEC) who will assess the bids based on administrative compliance, technical and financial evaluation grids set in line with the information provided in the bid application. The TEC reserves the right to request proof of bidders past relevant work experience and subsequently visit their premises, if this is deemed necessary to complete the evaluation process.

3.1 Administrative Compliance Check

All bidders must meet with administrative compliance check in order to progress to the next stage of the evaluation process (i.e. technical evaluation). The administrative compliance check includes the following:

- 1) Bid applications must be received within the deadline
- 2) Submission of a comprehensive company profile
- 3) Valid business registration/silence certificate by FGS & JLS
- 4) Tax compliance certificate by FGS & JLS
- 5) Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months.
- 6) Duly completed Financial Offer
- 7) Tender Declaration Form completed, signed and stamped

NOTE: These checks are scored as **Pass or Fail** and the bidder who does not meet them all will not proceed to the technical evaluation stage.

3.2 Technical Evaluation Criteria (weighted at 70%)

Technical Competence (these include based on previous relevant experience, quality of the samples provided, financial capacity, delivery time and other competences). To be technically acceptable, the proposal shall meet or exceed the stipulated requirement and specifications in the Tender Dossier. The Technical Evaluation Criteria is weighted at **70%**. Tenderer's who obtain a score of **50%** and above will qualify to the next round of the evaluation process (financial evaluation). Considerations in the technical evaluation process includes;

1. Company business profile – **15 points**
 - 10 points for Company information such as name, Physical address, Office telephone number and Email address, Contact details – Name and phone number and valid Company business License/Registration.
 - 5 points for number of Years in operation
2. Financial viability - **7 points**
 - 5 points for bank account balance provided
 - 2 points for length of the bank account operation
3. Payment Terms – **15 points**
 - 5 points for detailed proposed payment schedules
 - 5 points for Preferred payment method (cheque/electronic)

- 5 points for company's credit period upon submitting an invoice to Concern?
4. Delivery terms and price validity – **15 points**
 - 8 points for delivery time for the supplies
 - 7 points for price quoted validity
 5. Relevant Experience for supply of equipment and furniture – **18 points**
 - 6 points for each of the previous 3 contract/LPO for relevant equipment and Furniture supplies undertaken by the bidder for the past 3 years.

3.3 Financial Evaluation (weighted at 30%)

The financial evaluation will be weighted at **30%**. The financial score will be calculated using the formula below.

$$\text{Financial score} = \left[\frac{\text{Cheapest bid}}{\text{Tenderer own bid}} \right] \times 30\%$$

3.4 Bids Validity Period

All bids must valid for a period of **90 days** after the deadline for submission of bids indicated in the tender dossier.

3.5 Language of the bid

All bids shall be submitted in English

3.6 Currency

Bids shall be submitted in US dollar currency.

3.7 Confidentiality and data protection

Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced.

3.8 Tender Committee Decision

The recommendations of the tender committee shall not be limited to the overall score (Financial and Technical scores combined), however the outcome shall consider other factors including value for money. If there is significant monetary value difference between the bidder scoring the highest score and the second or the third bidder with a lower financial bid, then value for money shall take precedence and the one who quoted the lowest (among the companies selected as finalists) shall be considered.

3.9 Clarifications/Amendments to the bid document

If any bidder wishes to get further clarification on a certain aspect of the tender, they can contact the following email address which will then be shared with the tender evaluation committee. The clarifications can be sent **16th to 18th January 2022**. mogadishu.logistics@concern.net

At any time prior to the deadline for submission of bids, Concern may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by issuing an addendum. Any addendum thus issued shall be part of the bidding documents.

To assist in the examination, evaluation, and comparison of bids, Concern may at its discretion, ask any bidder for clarification of its bid, including breakdowns of unit rates. The request for clarification and response shall be in writing or by email but no change in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Tender Evaluation Committee.

3.10 Cancellation of the tender process

The tender evaluation committee has the right to cancel the tender process at any stage without having to explain the situation. Reasons for doing so might include; not receiving the minimum number of bids (3) required according to Concern's Procurement policy, a drastic change in specification of the goods, costs exceeding budgetary limits or the project being cancelled among others.

3.11 Appeals process

If you wish to appeal or raise any concern, please contact the following email and quote the tender reference number. Somalia.admin@concern.net or call the toll free number of **311**.

3.12 Type of Contract

Fixed supply contract, refers to the contract for supply and delivery of the equipment and furniture according to the agreement.

3.12 Donor

Global Partnership for Education (GPE) - Education Sector Program Implementation Grant (ESPIG)

Section 4 – Bidder's Information

4.1 Business Profile

Please complete this form:

Name of Company:	
Physical Address :	
Telephone Number and Email address	
Contact Name, Telephone Number and Title	
Company business License/Registration No	
Years in operation:	

4.2 Bank Details:

Bank Name:	
Bank Address:	
Bank Account Name:	
Bank Account Number:	
How long has this Account been open?	

4.3 Payment Terms

Please Provide your payment schedules in % given details of payments due deliverables	
Preferred payment method (cheque/electronic payments	

How long is your credit period upon submitting an invoice to Concern? (starting from the date of submission)	
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4.4 Delivery terms and price validity

What is your delivery time to deliver the supplies to the respective locations? Per annexes	
How long is your quoted price valid?	

4.5 Relevant Experience

Please provide relevant previous 3 contracts for equipment and furniture from INGOs/UN/donors and Government.	
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4.6. Reference of providing similar services in the past:

Please complete the table below using the format to summarise the **major relevant equipment and furniture** carried out in the course of the past 3 years by your company.
Please provide proof e.g. copy of Contract/Local Purchase Order (LPO).

Provide details of other International Aid, UN Organisations, Donors and Government that you supplied					
International NGO/UN/Donors & Government	Contact details of NGO/Co.	Total Value	Contract	Date	Description of items or service supplied
Provide information on previous experience with Concern, if any					
	Logistics contact in Concern	Total Value	Contract	Date	Description of items or service supplied

SECTION 5: FINANCIAL OFFER

Instruction: Tenderers are advised to apply only one Lot in either of the **THREE LOTS** provided below. A bidder who submits or participates in more than one Lot will be disqualified.

Please refer annex 4 for the locations where the goods will be delivered to.

5.1 **LOT 1:** PROCUREMENT OF ASSORTED EQUIPMENT AND FURNITURE FOR GAHEYR TEACHERS TRAINING COLLEGE (TTC) IN MOGADISHU.

Ref No: **LOT#1: GAHEYR TTC – EQUIPMENT & FURNITURE** CONCERN/SOM/SR94827/NOVEMBER/2021/EQUIP/FUR

No	Item Description	Specification	Unit Size	Quantity	Unit Price (USD)	Total Cost (USD)
1.	School desk & chair (double seater)	Metal frame, Yilwer brand high pressure laminate. 110x45x68-76h – Turkish Brand	Set	500		
2.	Overhead projectors + Smart boards	Epson Projector EB-531	Pcs	20		
3	AC - LG brand	24,000 BTU	Pcs	7		
4	Fans	Evernal Stand fan	Pcs	50		
5	Extension cable	Tersen - 5M cable with 5 holes 2500W-13A MAX.250V	Pcs	27		
6	Marker pen for white board - 10 pcs per	Temporary / Erasable maker pen	Box	50		
7	Office set	A Cupboard with Drawers, Desk 1.8m L-Shape, Boss chair 60x80, 2 waiting chairs 60x60.	Set	2		
8	Guest chair	Black Leather Soft	Pcs	6		
9	Swivel chairs	Black color, Office Desk Chair with Headrest Ergonomic Rocking Mesh	Pcs	4		

		Home Swivel Computer Desk Chair with Flip-up Armrest and Lumbar Support, Adjustable Height				
10	Office Table 1.4 L shape	1.4m, L shape, brown, wooden & Metal	Pcs	4		
11	Airport chairs	Three seater waiting chair, Stainless steel		3		
12	Laptop	Ram 8GB, Model 13-ba0002na	Pcs	1		
13	Desktops	Desktop HP All In One Corei5 24inch screen	Pcs	4		
14	Ups	Luminous, black, Recharge Time, 8h, 7kg	Pcs	5		
15	Printer Epson	L3110	Pcs	2		
16	A4 Papers	80 gram	Ream	10		
17	Stapler	Medium Size	Pcs	10		
18	Stapler pins	Medium	Box	20		
19	Stapler pins remover	Medium	Box	10		
20	File box	Alba Rado	Cartoon	20		
21	Heavy duty Puncher	Large Size	Pcs	2		
22	Puncher small	Small Size	Pcs	5		
23	Plastic table with chairs of 6 seat	Rectangular plastic table with 6 chairs	Set	2		
					Total:	

5.2 LOT 2: PROCUREMENT OF MOTOR VEHICLES FOR GAHEYR TEACHER TRAINING COLLEGE (TTC) IN MOGADISHU

Ref No:

LOT#2: GAHEYR TTC – MOTOR VEHICLES – Mini Bus | CONCERN/SOM/SR94827/NOVEMBER/2021/EQUIP

No	Item Description	Specification	Unit Size	Quantity	Unit Price (USD)	Total Cost (USD)
1.	Motor vehicles (Toyota Haice 2021 5doors Motor type 2trn, white)	Brand: New Toyota Haice - 2021 Country of Origin: Japan Fuel: Diesel Steering: left Hand Drive type: 4WD. Colour: White Mileage (km): 000Km Min Year: 2021 Body type: 5Doors Min Seat: 10 seater Min Carry: 1000kg	Vehicles	2		
					Total:	

5.3 LOT 3: PROCUREMENT OF ASSORTED EQUIPMENT AND FURNITURE FOR JLS MoE OFFICE IN KISMAYO – JUBALAND STATE.

Ref No:

LOT#3: JLS – EQUIPMENT & FURNITURE | CONCERN/SOM/SR94828/NOVEMBER/2021/EQUIP/FUR

No	Item Description	Specification	Unit Size	Quantity	Unit Price (USD)	Total Cost (USD)
1.	HP Spectra laptop	HP Spectra X360 Laptop Corei7(13.3")	Pcs	4		
2.	Full Set of Sofa Set	Modern office sofa set sponge	Set	1		
3.	VoIP Communication System	VOIP SIP server 15 phone lines 2box of CAT6 cable Crimper rj maker 60 pieces of rj 45 Installation and configuration individuals	Set	1		
4.	CCTV camera installation	1. 32 port DAHUA NVR direct PoE 2. 32 DAHUA 5/4mp cctv camera(15 indoor and 17 outdoor)	set	1		

		3. CAT 6 cable(2 box of outdoor cable design and 2 box indoor cable design) 4. 10 pieces of crimpler/ RJ maker 5. RJ 45 (200 pieces) 6. tie up cable (100 pieces) 7. HDMI cable of 50 meters(6 pieces) 8. 43" smart screen of SAMSUNG TYPE 9. installation configuration individuals				
5.	Full Capacity Internet	Two parts 1. 10mbps for the server -Access points to create wireless for 2. 5mbps for other department of the ministry each with access points of 13 different compartments.	Ls	1		
6.	Office set	A Cupboard with Drawers, Desk 1.8m L-Shape, Boss chair 60x80, 2 waiting chairs 60x60.	Set	1		
7.	HP Desktop All In One	Desktop HP All In One Corei5 24inch screen	Pcs	22		
8.	Wall Screen Smart TV 76"(Inch)	LG Brand	Pcs	1		
9.	5D Canon EOS Full Set	5 1. Two extra zooms - canon EF 18-105mm f/2.8 IS II USM and - EF 70-200mm f/2.8 IS II USM lens) 2. Tripod 3. Spotlight 4. Wireless audio system of two handset 5. Canon bag 6. Flashlight 7. Extra battery 8. Wired audio 9. Extra hand tripod 10. Memory 64 GB	Pcs	1		
10.	Wall decoration with interlocks	Modern wall decoration for Minister's office only	LSM	1		

11.	HP Printers	LaserJet Pro MFP M477 all in one	Pcs	6		
12.	Conference Table With VIP executive chairs	4meters conference table. 14 VIP chairs	Set	1		
13.	Executive Office Table	1.4m, L shape, brown, wooden table	Pcs	4		
14.	Air Conditioner	LG Brand 24,000 BTU	Pcs	8		
15.	Paper Shredder	10-Sheet Micro cut Shredder - Black	Pcs	7		
16.	Cupboard	High Quality 3 Door Wooden File Cabinet Office files Storage	Pcs	30		
17.	Laptop HP ENVY(13.3inch) Corei5	Ram 8GB, Model 13-ba0002na	Pcs	7		
18.	External HDD	1TB	Pcs	5		
19.	Epson Printer L3110	Epson Eco-Tank L3110 All-in-One Ink Tank Printer (Black)	Pcs	1		
20.	Office Shelves	3 door shelve	Pcs	1		
21.	A4 Printing Papers	80 Gramm	Cartoon	20		
22.	Visitors chair	Three seater waiting chair, Stainless steel	Set	3		
23.	Certificate Paper	Boxes	Box	20		
24.	Swivel office chairs	Black color, Office Desk Chair with Headrest Ergonomic Rocking Mesh Home Swivel Computer Desk Chair with Flip-up Armrest and Lumbar Support, Adjustable Height	Pcs	6		
25.	Exam Cutting And Coding Machine	Share the photo/image with full specifications of the machine during submission	Pcs	8		
26.	Electric Id Cart cutter Machine	SG-B001A4 SEMI automatic name card cutter machine 2*3.5 inches Cutting paper thickness 0.1---0.3mm Cutting size B: 90*54	Pcs	1		

27.	Office tables	Executive office table 1.4m	PC	6		
28.	Chair VIP	Boss chair 60x80, Black colour, with Headrest Ergonomic Rocking Mesh Home Swivel	Pcs	6		
29.	Printer Epson L382	Model C11CF43402, Multifunctional Inkjet Printer, Scanner and Copy Machine.	Pcs	3		
30.	Files box	Alba Rado	Cartoon	70		
					Total:	

SECTION 6: TENDERER'S DECLARATION



In response to your letter of invitation to Tender for the Procurement of Motor Vehicles, Equipment and Furniture for Gaheyr TTC and JLS Ministry of Education Office under GPE ESPIG Programme, we the undersigned, hereby declare that: -----

1. We have examined and accept in full the content of the dossier for invitation to tender including Concern's Code of conduct and Associated Policies updated March 2019. We hereby accept its provisions in their entirety, without reservation or restriction.
2. We offer to deliver the supplies with the below cost and in accordance with the terms of the tender dossier and time limits laid down, without reservation or restriction
3. The price of the tender is USD (In words)
.....
4. This tender is valid for a period of 90 days from the final date for submission of tenders.
5. If our tender is accepted, we undertake to provide a performance guarantee as required by the instructions to tenderers. (If required)
6. We will inform Concern immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
7. We note that Concern is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
8. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
9. We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Concern reserves the right to terminate the contract with immediate effect.
10. The Code of Conduct to which Concern expects all of its suppliers to respect is as per the points listed below & we confirm that we adhere to this code.
 - Employment is freely chosen
 - The rights of staff to freedom of association and to collective bargaining are respected
 - Working conditions are safe and hygienic

- No exploitation of children is tolerated
- Wages paid are adequate to cover the cost of a reasonable living
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided

No harsh or inhumane treatment of staff is tolerated –

Environmental Standards

Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas, which should be considered, are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Yours Faithfully,

Name and first name:

Title:

Duly authorized to sign this tender on behalf of:

.....

Place and date:

Stamp of the firm/company

SECTION 7 **Annexes**

1. Concern's Purchasing Terms and Conditions
2. Concern Code of Conduct and Associated Policies
3. Copy of Concern's service contact
4. Delivery Location of the goods